

# ด่วนที่สุด

ที่ นร ๑๔๐๓ (TNMCS)/๑๑๔๖  
กองพัฒนาภาษาและกิจการต่างประเทศ

มหาวิทยาลัยนครสวรรค์

0225

รับที่

วันที่ 10 เม.ย. 2566 เวลา 10:30 น

ที่ นร ๑๔๐๓



สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย  
สำนักงานทรัพยากรน้ำแห่งชาติ  
๘๙/๑๖๘-๑๗๐ ถนนวิภาวดีรังสิต  
เขตหลักสี่ กรุงเทพฯ ๑๐๒๑๐

เรื่อง รับสมัครงานตำแหน่ง Head of Regional Flood Management and Mitigation Center (RFDMC)  
และตำแหน่ง Communication Officer for Press

## เรียน อธิการบดีมหาวิทยาลัยนครสวรรค์

- สิ่งที่ส่งมาด้วย ๑. รายละเอียดงาน (Job description) ตำแหน่ง Head of Regional Flood Management and Mitigation Center (RFDMC) และหลักเกณฑ์การรับสมัคร จำนวน ๑ ชุด
- ๒. รายละเอียดงาน (Job description) ตำแหน่ง Communication Officer for Press และหลักเกณฑ์การรับสมัคร จำนวน ๑ ชุด

ด้วยสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) มีความประสงค์รับสมัครงาน ๒ ตำแหน่ง ดังต่อไปนี้ ๑. ตำแหน่ง Head of Regional Flood Management and Mitigation Center (RFDMC) ๒. ตำแหน่ง Communication Officer for Press ทั้งนี้ รายละเอียดงาน (Job description) และหลักเกณฑ์การรับสมัครทั้ง ๒ ตำแหน่ง ปรากฏตามสิ่งที่ส่งมาด้วย ๑ และ ๒ ซึ่งสามารถดาวน์โหลดตาม QR Code ที่ปรากฏท้ายหนังสือฉบับนี้

ในการนี้ สำนักงานทรัพยากรน้ำแห่งชาติ (สทนช.) ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานกลางภายใต้กรอบความร่วมมือแม่น้ำโขง จึงขอความอนุเคราะห์หน่วยงานของท่านประชาสัมพันธ์เชิญชวนผู้ที่สนใจ และมีคุณสมบัติตรงตามที่กำหนด ดำเนินการสมัครตามขั้นตอน ดังนี้

๑) กรอกข้อมูลสมัครทางเว็บไซต์ [shorturl.at/tgkqy](http://shorturl.at/tgkqy)

๒) ส่ง Cover letter ความยาวไม่เกิน ๑.๕ หน้า โดยระบุตำแหน่งที่สมัคร และ Curriculum Vitae ความยาวไม่เกิน ๕ หน้า มายังสำนักงานทรัพยากรน้ำแห่งชาติ ทางจดหมายอิเล็กทรอนิกส์ [fac.onwr@gmail.com](mailto:fac.onwr@gmail.com) เพื่อรวบรวมส่งให้ MRCS ต่อไป โดยตำแหน่ง Communication Officer for Press กำหนดปิดรับสมัครในวันศุกร์ที่ ๗ เมษายน ๒๕๖๖ และตำแหน่ง RFDMC กำหนดปิดรับสมัครวันศุกร์ที่ ๑๔ เมษายน ๒๕๖๖

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์ จะขอบคุณยิ่ง

ขอแสดงความนับถือ

(นายสุรสิทธิ์ กิตติมณฑล)

เลขาธิการสำนักงานทรัพยากรน้ำแห่งชาติ

เลขาธิการสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

กองการต่างประเทศ

โทรศัพท์ ๐ ๒๕๕๔ ๑๘๐๐ ต่อ ๑๓๙๒

โทรสาร ๐ ๒๕๒๑ ๙๑๔๗



<https://shorturl.asia/AliwX>  
QR Code สิ่งที่ส่งมาด้วย ๑ และ ๒

๑ เรียน อธิการบดี

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง  
แห่งชาติไทย มีความประสงค์รับสมัครงาน จำนวน 2 ตำแหน่ง  
ดังต่อไปนี้

1. Head of Regional Flood Management and  
Mitigation Center

2. Communication Officer of Press

ทั้งนี้ ผู้ที่สนใจ สามารถศึกษารายละเอียดตามเอกสารที่  
แนบท้ายมานี้ และสามารถกรอกข้อมูลสมัครได้ทางเว็บไซต์  
shorturl.at/tGKQY และส่ง Cover letter ความยาวไม่เกิน 1.5  
หน้า ไปยังไปรษณีย์อิเล็กทรอนิกส์ fad.onwer@gmail.com โดย  
ตำแหน่งตามข้อ 1 ปิดกำหนดรับสมัครในวันที่ 7 เมษายน 2566  
และตำแหน่งที่ 2 ปิดกำหนดรับสมัครในวันที่ 14 เมษายน 2566

จึงเรียนมาเพื่อโปรดพิจารณา และเห็นควรเวียนแจ้ง  
หน่วยงานภายในมหาวิทยาลัยเพื่อประชาสัมพันธ์ต่อไป

รุ่งนภม  
10 เม.ย. 2566

ลงชื่อ .....

(นายศุภกรฤกษ์ เฟื่องปรางค์)

ผู้อำนวยการกองพัฒนาภาษาและกิจการต่างประเทศ

วันที่ 10/4/66

ดำเนินการตามเสนอ

อื่น ๆ

ลงชื่อ .....

(ดร. พิสุทธิ อภิขยกุล)

รองอธิการบดีฝ่ายวิเทศสัมพันธ์และการถ่ายทอดเทคโนโลยี

ปฏิบัติราชการแทน อธิการบดีมหาวิทยาลัยนเรศวร

วันที่ 10/4/66



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Regional Flood Management and Mitigation Center</b>
<b>Division/Office:</b>	<b>Technical Support Division, MRC Regional Flood Management and Mitigation Centre – Phnom Penh, Cambodia</b>
<b>Salary Level:</b>	<b>M-13</b>
<b>Date of Verification (If any):</b>	<b>December 2022</b>

### 1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The Mekong River Commission (MRC) was established by the 1995 Agreement on Co-operation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin. The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

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#### **VISION for the Mekong River Basin:**

An economically prosperous, socially just and environmentally sound Mekong River Basin

#### **VISION for the Mekong River Commission:**

A world class, financially secure, International River Basin Organization serving the Mekong countries to achieve the basin Vision

#### **MISSION of the Mekong River Commission**

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

#### **MRC values**

- Integrity
- Transparency
- Mutual respect
- Professionalism
- Accountability
- Results orientation

## 2. JOB SUMMARY/JOB STATEMENT

The Jobholder is the Head of Regional Flood Management and Mitigation Center (RFMMC) located in Phnom Penh, Cambodia. He/she will assist and support the MRCS Director of the Technical Support Division (TD) in the day-to-day management of the RFMMC. He/she will be the technical lead and manager to oversee RFMMC work as well as to guide other RFMMC's specialists to achieve MRC's assigned outputs. He/she will work in close collaboration with the Chief Hydrologist and other members of the TD.

## 3. MAIN TASKS AND RESPONSIBILITIES

Responsible for the RFMMC's annual outputs and results through activities to:

- Provide inputs to update Flood Management Strategies.
- Provide technical inputs to the preparation of Drought Management Strategies.
- Work with the NMCs and national line agencies in member countries to ensure full participation of appropriate line agencies in the implementation of the Centre's activities.
- Provide technical inputs and support to facilitate and manage transboundary flood National Indicative Plans (NIPs) and Member Countries' joined-projects in Mekong basin's border areas.
- Provide management and monitoring of assigned staff on routine river flood and flash flood forecasting in flood season; river monitoring in dry season and make sure daily and weekly broadcasting of flood forecasting and river monitoring, and related information on MRC websites and relevant communication channels.
- Contribute and provide inputs to MRC's annual combined hydrological, flood and drought report.
- Provide technical and managerial inputs for the improvement/development of river flood and drought forecasting and flash flood guidance system.
- Provide technical input and support to technical staff to implement effectively all RFMMC's assigned development projects
- Ensure the preparation of technical reports, such as progress and activity reports and be responsible for RFMMC staff's performance assessments.
- Make sure annual work plan is made based on MRC Strategic Plans and basin emerging issues regarding to Mekong Basin's flood management and mitigation that includes anticipated regional workshops and capacity building activities and feasible implementation plans.
- Continuously identify progressive risks, key and emerging issues hampering the progress of RFMMC coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Make sure annual audits to be done in a most effective manner with high quality of Centre's operation and management.
- Strengthen networking with other international river basin organizations, global links, relevant organizations and technological resource centres around the world as well as to, in consultation and coordination with the Office of CEO, support fund mobilization for an enhanced Centre.

- Propose, advise, develop or implement other related duties as assigned by Division Director and MRC Chief Executive Officer.
- Be responsible for effective and efficient use of MRCS resources i.e. human, financial, assets, networks, partnerships, etc. and is in charge of the day to day management of the Centre

### Competency KPIs:

#### Strategic-organizational

- Efficiently coordinate day-to-day operations, facilitate and implement the RFMMC implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well-coordinated and harmonized manner;

#### Methods, technique

- Act as a sound chief technical advisor and office manager of the RFMMC and be an effective focal point for all RFMMC related information that goes beyond the individual RFMMC activities;
- Provide and coordinate sound technical inputs of MRC professional staff, consultants, national focal points and regional collaboration partners;
- Strengthen the network with other international river basin organizations and global links with relevant organizations and technological resource centres around the world;
- Continuously coach and transfer knowledge and skills to team members to build next leadership generation.

#### Personal-social factor

- Show profound leadership and managerial quality that focuses on good team work and effective delegation,
- Work to build trust and harmony within the team and with MRC at large.

### Behaviour KPIs

- Be accountable to the MRC
- Be transparent in decision making
- Be cooperative and fair to all staff members
- Be punctual, professional and committed Head of the RFMMC
- Output-oriented, diplomatic and culturally sensitive
- Be ethical and follow closely MRC Oath of the Office.

Follow MRCS Rules and Procedures and encourages others staff to do so

## 4. SCOPE OF AUTHORITY

- a. **Supervision requirements:** The position will provide technically and managerial guidance to staff working at the RFMMP and is to report to the Division Director. Supervision of consultants and quality control are requested.
- b. **Level of autonomy:** Decision making follows defined procedures. The position is responsible for the proper spending of the Centre and make sure the Centre's accountability to MRCS.
- c. **Level of problem solving required:** Problem solving skill is complex and the incumbent must display sensitivity, initiative and creativity d
- d. **Level and type of communications required:** Communications are wide, within and outside the Centre and MRC, and require considerable oral and written skills with high English competency and fluency.

## 5. QUALIFICATION REQUIREMENTS

<b>Certificate:</b>	- University degree (Master or higher) in engineering, water resources, hydrology, hydro-meteorology or related discipline. A doctorate is desirable.
<b>Additional Certificates:</b>	- TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate may also be considered.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>- Minimum 13-year experience in applied hydrology and water resources engineering;</li> <li>- Demonstrated ability to lead, manage and facilitate technical team members to work to achieve common objectives and goals to obtain concrete annual outputs and organizational budget;</li> <li>- Excellent knowledge and professional experiences in a broad range of water balance analysis and hydrological modelling or computer modelling techniques as applied to river-system simulation and flood forecasting, especially in the Mekong River Basin; and</li> <li>- Good knowledge in web-based hydrological data/information presentation and management, and GIS application for flood and drought</li> </ul>

## 6. COMPETENCIES

<b>Knowledge</b>	<b>Level (1-3)</b> 1 = Required 2 = Desirable 3 = Optional
Drought and Flood management, mitigation and forecasting	1
Applied information technology	1
Strategic Planning for drought and flood management	1
Disaster responsiveness in relation to severe drought and floods	2
Regional networks of government agencies, communities, CSOs, academic institutions, private sector agencies, etc. who are working on or doing research on flood and drought management, mitigation and forecasting	2
Mekong River Basin Hydrology	2

  

<b>Skills</b>	<b>Level (1-3)</b> 1 = Required 2 = Desirable 3 = Optional
Excellent management, coordination, facilitation and delegation skills	1
Analysis and data processing skills	1
Excellent report writing skills	1

Excellent monitoring and evaluation skills	1
Excellent command of spoken and written English	1
Communication skills	1
Result based management skills	1
Project planning and management skills	2

<b>Attitudes</b>	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Service oriented	1
Strong willingness and ability to work inter-disciplinarily	1
Technical Leadership and vision	1
Willingness to travel within and outside the region	2

## 7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
  - Annual net base salary exempts from tax by Lao authorities, starting at M-13 Step 1 with US\$ 53,643 with a living cost of 5% of the base salary;
  - Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.
- **Benefits:**
  - The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
  - Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
  - Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
  - Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to a maximum 6 years according to 1995 Mekong Agreement.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.

**8. REMARKS**

The Job Description is subject to revisions by the MRC.

**9. INCUMBENT'S SIGNATURE:**

(date)





## JOB DESCRIPTION

<b>Job Title:</b>	<b>Communication Officer (Press)</b>
<b>Division/Office:</b>	<b>Office of the CEO</b>
<b>Salary Level:</b>	<b>M-11</b>
<b>Date of Verification (If any):</b>	<b>21 March 2022</b>

### 1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The Mekong River Commission (MRC) was established by the 1995 Agreement on Co-operation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

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#### MRC values

- Integrity
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- Mutual respect
- Professionalism
- Accountability
- Results orientation

### 2. JOB SUMMARY/JOB STATEMENT

The job holder is to increase the ability of the MRC to effectively communicate and consult with key stakeholders and partners (general public, media, development partners, NGOs and others). S/he maintains good internal communication on key issues, and informs the external audiences, in particular through the media, to raise awareness about the activities of the MRC in the region and internationally. S/he supports the development of MRC policies and strategies

for international cooperation and public relations and ensures those policies and strategies are effectively implemented.

### **3. MAIN TASKS AND RESPONSIBILITIES**

Under the management direction of the CEO and technical guidance of the Chief Strategy and Partnership Officer, the incumbent performs the following duties:

- Work primarily on press and media relations, responding to media queries, drafting press releases, preparing FAOs and press kits, organising press conferences, arranging media interviews with the senior management and experts, monitoring and analysing media trends and opportunities, and acting as spokesperson;
- Support public relations, assisting Communication Officer (Outreach) in responding to public queries, engaging with civil society, technical institutions and donors, organising outreach events for the public and engaging in public speaking;
- Formulate the organisation's communication strategy including crisis communication, develops annual work plans and implement communication campaigns in close consultation with the MRC's leadership and the Chief Strategy & Partnership officer, in order to foster the positive image of the organisation to win the public support;
- Provide communication support to the MRC's substantive organs, including the Council, the Joint Committee, and the Secretariat's divisions and teams, and closely work with the National Mekong Committees;
- Lead the in-house communication/media activities and the production of knowledge-based information materials for public dissemination;
- Draft texts for articles on MRC news and events, web and social media-contents and other public information materials such as brochures, infographics, and newsletters;
- Take photos and/or video footages on MRC activities for public information and archiving;
- Oversee the production of multimedia products, conceptualising storylines for audio-visual materials and supervising the work of photography and videography consultants;
- Closely work with Web/Graphic Designer to ensure the MRC websites, social media platforms and publications' graphics are well designed and user-friendly;
- Support fund-raising and public campaigns to secure funds for the organization;
- Lead the establishment of work relationships with the key stakeholders, including government agencies, media, NGOs, civil society, researchers and other interested members of the general public;
- Provide strategic communication advice to the senior management as well as the member countries;
- Lead the capacity building of the National Mekong Committees in communication work;
- Support all divisions in copy-editing of technical reports for communication purposes;
- Support the divisions in the preparation of communication products;
- Support M&E Specialist in the preparation of the Mid-year and Annual Report;
- Support the Chief strategy & partnership officer with communication with development partners and related tasks;
- Assist in proofreading and fact-checking the organization's online newsletters;
- Perform other relevant tasks as required.

#### 4. SCOPE OF AUTHORITY

a) Supervision requirements: The position does not require any formal supervisory responsibilities.

b) Level of autonomy: Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.

c) Level of problem solving required: Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity.

d) Level and type of communications required: Communications are wide, within and outside the organisation, and require considerable oral and written skills.

#### 5. QUALIFICATION REQUIREMENTS

Certificate	<ul style="list-style-type: none"> <li>Master's degree in communications/ public relations/ journalism or other related field. In lieu of the Master's degree, a Bachelor's degree in combination with two additional years of qualifying professional experience may be accepted.</li> </ul>
Additional certificates	<ul style="list-style-type: none"> <li>TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>7 years of practical working experience in communications, public relations, external relations, social sciences;</li> <li>Work experience with international organisations and media relations;</li> </ul>

#### 6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
<b>Knowledge</b>	
Public relations instruments and methods	1
Public communication in the field of river basin management, water resources management or sustainable development	1
Regional knowledge of the Mekong River Basin	2
Legislation of riparian countries on water and other relevant international conventions	3
Water resource management and development	3
<b>Skills</b>	
Excellent command of the English language	1
Excellent interpersonal and cross-cultural communication skills	1
Excellent spoken and written expression and presentation	1

Copy editing	1
Use of web-based information services	1
Dealing with printing and production of display materials	1
Social media	1
Photography and videography	2
Design and familiarity with commonly used design softwares	2
Information technology	3

<b>Attitudes</b>	
Neutrality and impartiality	1
Good sense of initiative and sound judgment	1
Relation-, network building	1
Creativity	1

## 7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
  - Annual net base salary exempts from tax by Lao authorities, starting at M-11 Step 1 with **US\$ 33,440** with a living cost of 5% of the base salary;
  - Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.
- **Benefits:**
  - The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
  - Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
  - Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
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